



King County
PROJECT/PROGRAM MANAGER III (TERM LIMITED TEMPORARY)
DEPARTMENT OF ADULT & JUVENILE DETENTION
ADMINISTRATION DIVISION
Annual Salary Range: \$63,278 - \$80,209
Job Announcement: 06RF5999
OPEN: 04/12/06 CLOSE: Open Until Filled

WHO MAY APPLY: This Term Limited Temporary (TLT) position is open to all qualified applicants, to include King County Career Service employees, at-will employees and the general public. The anticipated duration of this position is approximately two (2) years. This position is subject to all related term limited temporary provisions.

WHERE TO APPLY: Required forms and materials must be submitted to the King County Department of Adult & Juvenile Detention (DAJD) Human Resources. Applications may be mailed or hand delivered (please note different addresses below), faxed to 206-205-5666 or e-mailed to Recruitment.DAJD@METROKC.gov. Applications not received at the specified locations may not be processed.

Mailing Address: KC DAJD Human Resources, 500 Fifth Ave. (M/S: KCF-AD-0600), Seattle, WA 98104.

Drop Off Location: KC DAJD Human Resources, King County Courthouse, 516 Third Ave., Room E-245, Seattle, WA.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume, and a letter of interest detailing how you meet or exceed the job qualifications; plus, the completed DAJD Background Investigation Screening Form. Questions regarding the application process may be directed to Ramona Flores, Human Resources Analyst, at 206-296-4116.

WORK LOCATION: DAJD Administration Offices, King County Courthouse, 516 Third Avenue, Room E-245, Seattle, WA 98104.

WORK SCHEDULE: This Term Limited temporary position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The workweek is normally Monday through Friday, 8:00am – 5:00pm but hours will vary depending on activities. Some weekend and evening hours may be required.

PRIMARY JOB DUTIES: This position supports research and analysis of corrections and criminal justice policies, programs, and practices. The Department of Adult and Juvenile Detention not only strives to deliver state-of-the-art corrections services but also promotes innovative partnerships for reducing the likelihood that offenders will return to the criminal justice system. This position will gain expert knowledge of administrative data systems, conduct research and studies in support of department priorities, respond to requests for data and analysis, and contribute to team efforts. The Essential Duties for this position are detailed on the reverse side of this announcement.

QUALIFICATIONS: Bachelor's degree in government, public policy, economics, or related social science field; five years of work experience involving complex quantitative analyses and techniques in criminal justice, health/human services, or other social science field; proficiency in word processing, presentation, and analytical software; and effective oral and written communication skills. Three years of work experience can be substituted by a graduate degree involving complex quantitative analyses or social science research. The applicant's educational and work experience must demonstrate an ability to perform complex quantitative analyses, lead team efforts to define and complete various types of studies, and communicate effectively the results of their work to senior managers and elected officials.

SELECTION PROCESS: The selection process will consist of an evaluation of the materials listed above under Forms and Materials Required. Those applicants judged most competitive based on a screening of application materials received may be requested to complete additional testing and/or scheduled for interview. **This position will remain open until filled, however, an initial screening of applications is scheduled for 04/28/06.**

NECESSARY SPECIAL REQUIREMENTS: Selected candidates must pass a thorough background investigation process which includes polygraph, criminal history check, fingerprinting, and references.

Candidates must submit all required forms and documents listed above in "Forms and Materials Required". Unless otherwise specified, a resume alone will not substitute for the required forms. Initial screening will be based on a review of these materials. Only individuals who pass the initial screening will proceed in the selection process. Use or involvement with any illegal drugs and/or criminal convictions in an adult criminal court within the time limits indicated on the DAJD Background Investigation Screening Form will prohibit further consideration. If you have failed the department's background investigation process within the past two years, your application will not be considered at this time.

CLASS CODE: 8244

TLT Project/Program Manager III
Department of Adult & Juvenile Detention
Job Announcement #: 06RF5999
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The essential functions of this position are outlined below. Please see front page of this announcement for related application instructions and minimum qualifications.

Essential Duties:

1. Perform complex quantitative analysis of departmental and criminal justice policies, programs, and practices using appropriate statistical, forecasting, evaluation, and modeling techniques.
2. Facilitate teams consisting of outside consultants, operational staff, and criminal justice managers to define and manage data analyses, studies of alternative business practices, and evaluations.
3. Design data gathering instruments, collect and analyze data, and prepare reports in response to requests from department management, other county agencies, and outside researchers.
4. Contribute to the development of departmental negotiating positions, implementation procedures, and monitoring mechanisms for jail service contracts.
5. Lead teams developing and implementing strategies to reduce the jail population and improve the outcomes of the criminal and juvenile justice systems.
6. Represent the DAJD Director and Chief of Administration on various criminal justice and intergovernmental committees..
7. Monitor legislative initiatives and bills and examine the impact of changes to legislation on the department's operations and the criminal justice system.
8. Present effectively the findings from analyses to senior managers and elected officials.
9. Develop business requirements for inmate data system modifications and enhancements and assist with management of certain modifications through implementation requiring a comprehensive and detailed understanding of system data and data relationships.
10. Develop business requirements for reports and establish queries for DAJD business units, maintain data references and documentation, and respond to data requests.
11. Perform other related duties as assigned.

KC DEPARTMENT OF ADULT & JUVENILE DETENTION
Background Investigation Screening Form

**Applicant
Name:** _____

**Dat
e:** _____

(Please Print)

**Position for
which
you are
applying:** _____

**Announceme
nt #** _____

All candidates for employment with the King County Department of Adult and Juvenile Detention (DAJD) must undergo a background investigation process. A preliminary screening of all candidates will be based on a review of the completed **Background Investigation (BI) Screening Form**. Please complete this form thoroughly, applicant signature and date is required at the end of this document (Applicant Certification). This document is required to ensure consideration. Applicants may be rejected for criminal behavior, illegal drug use, or failure to meet department standards in the areas listed in the "Background Investigation Screening" questionnaire.

Finalists for DAJD positions will be required to undergo a more extensive background process which includes a polygraph examination, investigation for criminal activity, traffic records, conviction records, employment and education history, character and reputation in the community, etc. Selected positions may also require psychological testing and evaluation, and a pre-employment general medical physical – please see position announcement for specific requirements.

▪ Have you applied for a job with the King County Department of Adult & Juvenile Detention within the last two years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
▪ Have you undergone the department's background investigation process within the last two years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
▪ Are you willing to undergo a background investigation process as described above?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
▪ Are you willing to undergo psychological testing and evaluation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
▪ Are you willing to undergo a pre-employment medical examination?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Background Investigation Screening: Response to the following items will be screened to determine if you meet the preliminary background requirements for employment with DAJD. Please answer the following questions carefully. All answers will be verified in the course of the required background investigation process. Use or involvement with any illegal drugs and/or criminal convictions in an adult criminal court within the time limits listed on this questionnaire will prohibit further consideration.

Dishonest answers or omitted facts in any part of the application process will be grounds for rejecting your application. A positive response (yes) to the BI Screening Form will not necessarily exclude you from employment. However, if you are later found to have provided dishonest responses to this questionnaire, you may be ineligible for employment. If in doubt, please provide a written explanation in the space provided at the end of this form.

1. Have you been convicted of a felony in an adult criminal court in the last ten years? (Note: you must indicate “yes” if you were EVER convicted even if the charges were later dismissed, expunged, deferred, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Have you been convicted of a misdemeanor offense in the last three years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Have you had your drivers license revoked, or have you been convicted of a DUI, reckless driving, or hit and run in the last three years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Have you bought, sold, offered to sell, possessed, or transported marijuana within the last five years? (This includes unknowingly transferring or possessing.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Have you used marijuana in the last three years? (This includes using even once or experimenting.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

For purposes of the following two questions (6 and 7), illegal drugs/narcotics/controlled substances will include the following: Cocaine, opiates, hallucinogenic drugs, PCP, mushrooms, LSD, meth, heroin, amphetamines, methamphetamine, barbiturates, ecstasy, opium, or oxycontin.

- | | | | |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|
| 6. | Have you bought, sold, offered to sell, possessed, manufactured, delivered, possessed with intent to manufacture or deliver a controlled substance, or transported any other controlled substance or other illegal drugs/narcotics as described above within the last seven years? (This includes unknowingly transferring or possessing.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. | Have you illegally used any other controlled substance or other illegal drugs/ narcotics (listed in question 6 above) within the last seven years? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8. | Have you ever used illegal drugs/narcotics or non-prescribed prescription drugs while employed or after being employed by a criminal justice agency? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9. | Have you ever been terminated or resigned in lieu of termination from another criminal justice agency? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10. | Have you ever been convicted of domestic violence or related offenses involving physical violence? (This includes having a court order or violating a court order that restrains such person from harassing, stalking, or threatening a domestic partner of such person or child of such domestic partner or person, or engaging in other conduct that would place a domestic partner in reasonable fear of bodily injury to the partner or child.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 11. | Have you ever had any intimate contact with inmate(s), former inmate(s), or detained individuals while employed with a criminal justice agency? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 12. | Have you ever been disciplined for sexual, racial or other harassment or discrimination or left employment prior to the outcome of an investigation related to alleged harassment or discrimination by you? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Please use the space below to explain, expand or qualify your response(s) to any of the BI Screening Form questions. Attach additional sheets if needed.

[illegible]

APPLICANT CERTIFICATION:

I certify that the information provided in this document is truthful and accurate and understand that this information will be verified in the course of the required background investigation process. I understand that proceeding to the background investigation process does not constitute an express or implied employment contract.

Signature	Date
e: _____	e: _____

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